# Pittsburg State University Employee Information Form

 New Employee (complete entire form)
 Change (complete ID#, name, changes, and sign)
<i>Note:</i> Name changes require a copy of your new Social Security Card

<b>PSU ID#:</b>				SS#:			
Name as on Social Security C	<b>Card:</b>				irst		MI
Maiden Name: _				<b>Preferred First</b> (used for campus m			
Date of Birth:	/ Month	/ Date	Year	Sex:	M	F	
Marital Status:	D - D M - M S - Si	ommon-Law ivorced Aarried ngle Widowed					

**Payroll Address** – Same as Permanent Address in GUS for all employees/students. International employees/students must provide a local address below. (This address is used to mail W-2 information to all employees. For non-student employees, this address is used to mail appointment letters, health insurance cards, etc.)

Street		Telep	hone
City	State	Zip	County

The permanent address can be changed in GUS by all employees and students. HRS can only change the permanent address for employees. Students should contact the Registrar's Office to change the permanent address.

Have you previou	isly worked for t	he State of Kansas (including KU, KSU, WSU, ESU & FHSU)?
No Yes	If Yes: Agency:	Employment Dates:

Employee Signature:	I	Date:

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Citizenship Status:	<ul> <li>1 - U.S. Citizen</li> <li>2 - Alien Permanent</li> <li>3 - Alien Temporary (check visa type):</li> </ul>	F-1J-1 Other (specify type):	
	Entry Date:(Date first ent	tered the U.S.)	

## **Ethnic Group:**

- **1** White, non-hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin.)
- **2** Black, non-hispanic: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin.)
- **3 Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- 4 Asian/Pacific Islanders: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes peoples from China, Japan, Korea, the Philippines, American Samoa, India and Vietnam.
- **5** American Indian/Alaskan Native: A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.
  - 7 Non-resident Alien: A person who is not a citizen or national of the United States and who is in this country on visa or temporary basis and does not have the right to remain indefinitely.

## **Ethnicity & Race:**

Do you consider yourself to be Hispanic or Latino? \_\_\_\_Yes \_\_\_\_No

#### In addition, select one or more of the following racial categories to describe yourself:

- \_\_\_\_ 06 Non-Resident Alien
- \_\_\_\_ 11 American Indian or Alaska Native
- \_\_\_\_ 12 Asian
- **13** Black or African American
- \_\_\_\_ 14 Native Hawaiian or Pacific Islander
- \_\_\_\_ 15 White

# Military Status: \_\_\_\_ 2 - No Military Service

- \_\_\_\_\_ 4 Other Veteran
- 7 Disabled Veteran
- 8 Vietnam Veteran
- 9 Disabled Vietnam Veteran

# HRS Use Only

State Hire Date: _			PSU Pin Date:
Length of Service	Date:		Ret Sys Elig Dt:
PSU Begin Date:			VTSA Elig Dt:
Completed By	Date	Demo Entered	Date